

### **Detail Extended TDY (ETDY) Travel Process**

The following steps detail the ETDY travel process:

1. Notify the NSSC via the [Extended TDY Questionnaire](#) of an impending ETDY assignment.
2. Attend ETDY Orientation via [SATERN](#).
  - a. Receive e-mail with instructions for accessing the ETDY training via [SATERN](#).
3. Receive assistance on ETDY policies, procedures, and entitlements via discussions with an NSSC ETDY Caseworker.
4. Submit and receive an approved Travel Authorization via eTravel System according to your Center's process. If you encounter problems completing your authorization in the eTravel System please contact your Center Travel Office.
  - a. Approved authorizations must be received prior to travel.
  - b. Include any special request (i.e. rental car, actuals, etc.) in Travel Authorization.
5. Submit a Travel Voucher via the eTravel System according to your Center's process.
  - a. Ensure a copy of your lease agreement, signed by both Lessee and Lessor, is attached to the first voucher.
    - i. Access your eTravel voucher via eTravel System.
    - ii. Print the fax cover sheet.
    - iii. Fax to the number indicated on the front of the cover sheet or attach as a PDF.
  - b. Ensure required receipts are attached to your eTravel vouchers.
  - c. You are required to maintain your receipts for 6 years 3months per [FTR 301.52.4](#).
  - d. If you encounter problems completing your voucher in the eTravel System please contact your Center Travel Office.
6. Voucher is received and audited by the NSSC.
  - a. Your voucher is received at the NSSC once it has been approved by your manager in the eTravel System.
  - b. Once the voucher has completed the audit process, it will be approved in the eTravel System.
  - c. If errors are encountered in the audit process, the following will occur:
    - i. The NSSC will return the voucher to the Traveler/Arranger.
    - ii. The NSSC will email a template to the Traveler/Arranger describing the changes needed to correct the voucher.

- iii. Traveler will resubmit voucher.
  - iv. The NSSC will re-audit voucher.
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- 7. Center Management will approve the voucher.
  - 8. NSSC will disburse the voucher (provided funding is available). If funding or accounting code errors are encountered, the NSSC will return the voucher to the Traveler/Arranger to work with the Fund Certifier to correct the problem.
  - 9. Payment is made to Treasury. You will receive notification via e-mail once payment has been made.
  - 10. Traveler receives payment in appropriate account.